

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: October 30, 2012

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL (PPM) – OCTOBER 2012 REVISION - #12-10**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for October 2012. The manual can be obtained by accessing the State Controller's Office public website at: www.sco.ca.gov/ppsd_ppm.html.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the October 2012 PPM are provided below.

- Section B**
- 023:** Code 050 – Parking Organization Codes, organization code 438, updated.
 - 024:** Code 051 – Credit Union Organization Codes, organization code 108, deleted.
 - 026:** Code 075 – Insurance/Employee Benefit Organization Codes, organization code 134, added.
 - 027:** Code 088 – Dues Association Organization Codes, organization code 217, added.

Section D **200:** Payroll/Agency Cutoff/Cycle/Transfer Date - 2012, revised.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: www.sco.ca.gov/ppsd_email.html.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

LC:AC:CSS